

## AMIS Code Sheet Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Generic Code Sheet: Make site parameter entries in Generic Code Sheet Site (#2101.7) file for divisions.			
<p>2. All AMIS segments will be activated for the new division(s). The site will need to determine which segments will be submitted by division and which ones will be submitted under the Primary.</p> <p>Following is a brief description of the type of activity reported by each segment.</p> <p>167 - Mental Health Clinic  290 - Compensation and Pension Examinations  334-341 - Admission/Discharge/Transfer for each inpatient service  345-346 - VA Nursing Home and Domiciliary units  401-420 - applications for care (registrations) by veteran category and dispositioning group</p>			AMIS 334-341 monthly reports of inpatient activity and AMIS 345-346 REPORTS VA Nursing Home and Domiciliary Segments
<p>3. Coordinate AMIS generation/transmission between divisions. AMIS segments can be created/transmitted by division if so desired, using Generic Code Sheet options.</p> <p>Generate a Code Sheet: If you use this option, it will not generate by division (it will place all workload under the Primary station number). If you wish to submit this AMIS workload by division, you will need to use the 'Create a Code sheet' menu option of GECS.</p>			
4. Establish a procedure to manage AMIS Error Messages. An example is to establish a mailgroup and make all appropriate			Verify mail group is populated with active users.

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users 'surrogates' of that mailgroup so they can resolve errors by division (errors are identifiable by division).			